**Q&A for RFPS-NYH-2021-503378 PHE Evaluation**

1. If possible, please could you share with us a budget ceiling for this evaluation?

*UNICEF does not provide a budget ceiling for RfPs.*

1. Could you confirm whether this procurement is an open tender opportunity, or is restricted based on the EOI we submitted a few months ago?

*This procurement is an open tender opportunity.*

1. We understand that you expect the evaluation team to conduct 4-5 field missions (related to 4-5 PHEs). Could you tell us if you expect 4-5 field missions to be conducted in total or per phase (so in total 8-10 field missions)?

*The total expected number of case studies is 4-5 for Phase I and 3-4 for Phase 2 – however, the eventual determination of case study numbers and countries will be finalized during the inception phase*.

1. We would like to ask if this RFP is public and open to all or only to bidders who submitted the EOI on 23 June?

*The RFP is public and open to all.*

1. Could you specify the criteria we should meet for the mid-level expert (for instance, the number of years of experience)?

*The mid-level expert should have a minimum of 5-7 years of experience in evaluation including strong skills in qualitative and quantitative data collection and analysis.*

1. On page 20 of the TORs, is the Level of effort and the distribution of days between the different team members fixed or could the team suggest another distribution of the days?

*The team may suggest a different distribution of days for the LoE.*

1. It is unclear whether you expect the international consultants to travel and conduct field mission (if the situation with the Covid 19 allows it) since 1) on one hand you don’t provide many days to the international team to collect data in the table 8 and 2) on the other hand it is written that “The price proposal should include separate travel costs if field missions are able to be undertaken”. Could you please clarify?

*In-person data collection field travel is preferred, but with the current fluid situation regarding COVID-19 and travel we are unable to predict the feasibility of cross-border or international travel at the time data collection will take place. Bidders should propose potential travel costs separately; if travel is not possible and all data collection is remote, that portion will be adjusted. Bidders are also encouraged to identify national or regional consultants or team members who would be able to conduct in-person data collection if cross-border travel is not possible.*

1. As we understand, you suggest 5 case studies in Phase I and 3 in Phase II.  Could you please confirm?

*Yes, that is confirmed – however the total number of case studies will be determined during the inception period.*

1. On page 14 it is mentioned that the ET should “utilize available real-time data collection….to provide early results and timely information for decision making before finalization. Could you provide more details on what will UNICEF expect?

*An iterative process of collecting lessons from ongoing data collection will enable more timely decision making. The team may be asked to provide early results to PHE managers before the analysis and synthesis phase is finalized when relevant and appropriate.*

1. Since January 2021, one of our consultants has been working as an independent consultant with UNICEF to coordinate the "update" of the technical content of the documents that are part of the tool kit, would this be considered to constitute a COI?

*Yes, this would be considered to constitute a COI.*

1. If UNICEF is unable to advise on this conflict of interest question, please would you confirm if the scope for Phase 2 is inclusive of 2021, or up to 2021?

*The scope of phase 2 is inclusive of 2021*

1. On page 21, section 11 table 8, UNICEF have provided the level of effort required from each team member for each phase. Please would UNICEF advise if this is prescriptive, or a suggestion, and can bidder provide a different LoE that is potentially higher than this, which is based upon and suitable to our proposed approach?

*Bidders are invited to suggest different levels of effort in line with their proposed approach.*

1. Is the total LOE proposed by UNICEF (307 days) flexible?

*The total proposed LOE is flexible – however the work is expected to be completed by end 2022.*

1. Regarding the expected team structure on this assignment. For the field expeditions or case studies, is it expected to have national consultants for each of these countries or even the regional consultants for each of the region of proposed case studies will work?

*Either National or Regional consultants who have the required qualifications can be included in the team.*